
SHERIFF-CORONER

MARK TRACY
SHERIFF-CORONER



COUNTY OF SANTA CRUZ

701 OCEAN STREET, ROOM 340, SANTA CRUZ, CALIFORNIA 95060
PHONE (408) 454-2997 FAX (408) 454-2353 TDD (408) 454-2123

0035

November 2, 1999

Agenda: November 16, 1999

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

**Request for Independent Contractor Agreement with Public Safety Consultants
for Sheriff's Office Technology Evaluation Study**

Dear Members of the Board:

A major management initiative undertaken by the Sheriff's Office in FY 1998-99 was an internal review of technological issues facing the department. Led by the Sheriffs Technology & Automation Research Team (START) the Sheriff's Office identified four key priorities: A new Detention Management System, a new Records Management System, a new Message Switching System, and Mobile Data Computers in patrol cars. Working closely with Information Services Department (ISD), our staff identified the need for a consultant to conduct a technical evaluation and make recommendations for our technology migration to PC/network based environment, including these four systems.

As part of the Fiscal Year 1999-00 budget, your Board approved \$50,000, \$25,000 from the general fund and \$25,000 from asset forfeiture funds, to fund a study by a consultant to analyze the Sheriff's Office technological resources and needs. After an extensive Request for Qualifications and proposal evaluation, five firms were interviewed. Initial proposals ranged from a high of \$202,000 and a low of \$83,000. After negotiation, the selected contractor cost finalized at \$55,000. It is therefore necessary to fund the difference between the funded and actual costs. At this time, staff are requesting that your Board approve the attached Independent Contractor Agreement for management consulting services from Public Safety Consultants Inc., at the stated \$55,000. We are also requesting that the additional cost increase of \$5,000 over the budgeted amount be funded by unanticipated revenue from the SB90 Mandate Reimbursement program.

The Sheriff's Office worked under the general advisement of the Purchasing Department to ensure that County's process for the selection of consulting services was closely followed. The Sheriffs Office formed a five member multi-agency Selection Team, with representatives from ISD, the County Administrative Office and the Sheriff's Office. After a careful review, the Selection Team has recommended a qualified professional technological consultant firm for this study.

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Per the selection process, a Request for Qualifications direct mailing was mailed to 60 vendors from a vendor list provided by the Purchasing Department and others, requesting information regarding the agency's experience and expertise. The Sheriffs Office received five Qualification Packets, which were uniformly evaluated by each member of the Selection Team. Professional references were obtained for each agency. All five agencies were invited to present their qualifications and budget proposal to the multi-agency panel, for further evaluation. The Selection Team unanimously rated Public Safety Consultants, Inc. as the highest ranking consultant firm.

Founded in 1993, Public Safety Consultants Inc. is located in Auburn, Washington. They specialize in assisting public safety agencies with the implementation of information technology, law enforcement and general fire management consulting services and providing systems integration services. Public Safety Consultants Inc. will provide the overview, industry knowledge, technological expertise and law enforcement experience to evaluate objectives and plans, outline a working plan and insure that key elements or technologies are not omitted. The consultant will insure that all elements needed for plan implementation are included in a final report. The final report will be the work plan and timeline for the Sheriffs Office technology migration to PC/network environment. The Sheriff's Office has worked closely with the Information Services Department (ISD) throughout this process and will continue to do so throughout their migration to newer technologies.

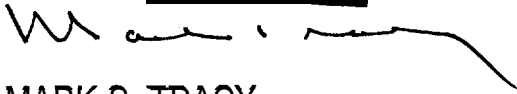
An immediate benefit of this consulting project will be the Sheriff's access to professional expertise and advice on mobile computing, including infrastructure, hardware and software recommendations necessary for successful implementation of the Sheriff's COPS MORE '98 technology grant for mobile data computers in patrol cars. Additionally, the Sheriff will be better positioned to analyze and identify funding sources needed for installation of the other three priority systems, which law enforcement hopes will provide a more efficient information exchange needed for identification and apprehension of criminals in our community.

Therefore, it is recommended that your Board:

1. Approve and authorize the Sheriff to sign and execute an Independent Contract Agreement with Public Safety Consultants, Inc., to conduct an evaluation of the Sheriff's Office technology and automation needs, from December 1, 1999 through March 31, 2000, not to exceed \$55,000; and
2. Adopt a resolution accepting and appropriating unanticipated revenue in the amount of \$5,000 from the SB90 Mandate Reimbursement program for additional costs associated with contracting a consultant for the Sheriff's technology study.

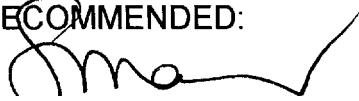
Board of Supervisors
Agenda: November 16, 1999
Page 3

Sincerely,



MARK S. TRACY
Sheriff-Coroner

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

cc: Auditor Controller
CAO
Sheriffs Office

0038

**BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA**

Resolution No. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from State Mandated Claims Cost
Reimbursement for Technology Consultant program; and

WHEREAS, the County is recipient of funds in the amount of \$ 5,000.00 which are
either in excess of those anticipated or are not specifically set forth in the current fiscal year
budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c) / 29064(b), such funds may be
made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County
Auditor-Controller accept funds in the amount of \$ 5,000.00 into
Department Sheriff-Coroner

<u>TIC</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	661100	0872	State Mandated Cost Claims	\$5,000.00

and that such funds be and are hereby appropriated as follows:

<u>T/C</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	661100	3665			\$5,000.00

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and
that the Revenue(s) (has been) (will be) recieved within the current fiscal year.

B y _____
Department Head

Date 11-3-99

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0039

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Sheriff Coroner (Dept.)
W. A. [Signature] (Signature) (11-3-99 t e)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

- Said agreement is between the Santa Cruz County Sheriff Coroner (Agency)
and Public Safety Consultants Inc. 903 E. Xain Street, Ste 205, Auburn, WA 98002 (Name & Address)
- The agreement will provide a comprehensive study and analysis of technological resources
and needs of the Santa Cruz County Sheriff's Office.
- The agreement is needed, because the County does not provide this service.
- Period of the agreement is from 12/1/99 to 3/31/00
- Anticipated cost is \$ 55,000 (Fixed amount; Monthly rate; Not to exceed)
- Remarks: _____
- Appropriations are budgeted in 661100 (Index#) 3665 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. C091976 Date 11/4/99
are not will be

GARY A. KNUTSON, Auditor - Controller

By Ronald J. Silen Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the
_____ to execute the same on behalf of the _____
_____ (Agency).

Remarks: _____
_____ (Analyst) By 30W County Administrative Officer Date 11-5-99

Agreement approved as to form. Date _____

Distribution:

Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Blue
Co. Admin. Officer - Conary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To Orig. Dept. if rejected.

State of California)
County of Santa Cruz) ss

I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ 19 _____ By _____ Deputy Clerk

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INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this 1st day of November, 1999, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and Public Safety Consultants, Inc., hereinafter called CONTRACTOR. The parties agree as follows:

1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the following result: to conduct a technical evaluation and provide recommendations for the Santa Cruz Sheriffs Office computer and automation systems, as specified in Attachment B, Scope of Work.

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows: CONTRACTOR will be paid in two equal payments: 1) Upon invoice from CONTRACTOR and written progress report accepted by the Santa Cruz Sheriffs Office, the COUNTY agrees to pay \$27,500 (twenty-seven thousand five hundred dollars) for successful completion of project tasks up to and including ID No. 30, Work Structure 4.5, of CONTRACTOR's Project Plan (Attachment C); and 2) Upon **final** invoice from CONTRACTOR, the COUNTY agrees to pay a second and **final** payment of \$27,500 (twenty-seven thousand five hundred dollars) for successful completion of this project as outlined in the Scope of Work (Attachment B), with written recommendations and final report accepted by the Santa Cruz Sheriffs Office. COUNTY agrees to pay a total amount not to exceed \$55,000 (fifty-five thousand dollars), which is all inclusive of personal and/or professional expenses as a result of this project.

3. TERM. The term of this contract shall be: from December 1, 1999 through March 31, 2000.

4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.

5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) **from** and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTORS performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or **property(ies)** of CONTRACTOR and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTORS officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here
_____/_____.

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here _____.

(2) Automobile Liability Insurance for each of CONTRACTORS vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTOR's employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here _____/_____.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$_____ combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY _____/_____.

B. Other Insurance Provisions

(1) If **any** insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as **an** additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz." (not applicable)

(3) All required insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be canceled until after thirty (30) days prior written notice has been given to: (Department should fill in the full name/title and address of the person/ position responsible for the Agreement)." (not applicable)

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to: (Department should fill in the MI name/title and address of the person/position responsible for the Agreement). (not applicable)

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical handicap or disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 40), veteran status, or any other non-merit factor unrelated to job duties. Such nondiscriminatory action shall include, but not be

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limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this nondiscrimination clause.

B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical handicap or disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 40), veteran status, or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR's solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) The CONTRACTOR shall furnish COUNTY **Affirmative** Action Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, handicap or disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority-Women/Disabled Business Enterprises.

(3) In the event of the CONTRACTOR's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

(4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to

control the manner and **means** of accomplishing the result contracted for herein.

0044

PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. **NONASSIGNMENT.** CONTRACTOR shall not assign this Agreement without the prior written consent of the COUNTY.

10. **RETENTION AND AUDIT OF RECORDS.** CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. **PRESENTATION OF CLAIMS.** Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

12. **ATTACHMENTS.** This Agreement includes the following attachments (identify by name or write "NONE"): ATTACHMENT A, AMENDMENT OF COMPREHENSIVE OR COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENT, and ATTACHMENT B, Scope of Work, ATTACHMENT C, CONTRACTOR's Project Plan.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

COUNTY OF SANTA CRUZ

By: _____

CONTRACTOR

By: Rafael E. Acuna

Address: 903 E. MAIN SUITE 201

AUBURN, WA 98002

Telephone: (253) 804-5626

APPROVED AS TO FORM:

By: Harry A. Oberhelman II
County Counsel 11/3/99

DISTRIBUTION:

County Administrative Office

Auditor-Controller

County Counsel

Risk Management

Sheriffs Office

Contractor

APPROVED AS TO INSURANCE:

By: Janet McKinley 11-4-99

AMMENDMENT OF COMPREHENSIVE OR COMMERCIAL
GENERAL LIABILITY INSURANCE REQUIREMENT

Subparagraph 6A(3) of Contract No. _____, dated November 1, 1999, by and between County of Santa Cruz (herinafter called COUNTY) and Public Safety Consultants, Inc. (hereinafter called CONTRACTOR) is amended to read as follows:

 / 1. Guest Sneaker Waiver

CONTRACTOR represnts to COUNTY that it will accomplish the result required by this Agreement by manner and means similar to those employed by a guest speaker, namely by oral and documentary presentation to a group of persons such that no person will be exposed to reasonably forseeable risk of personal injury or property damage. In reliance ~~theron~~, COUNTY amends the Comprehensive or Commercial General Liability Insurance requirement of said Agreement by waiving same.

 / 2. Teacher, Instructor, Trainer Waiver

CONTRACTOR represents to COUNTY that it will accomplish the result required by this Agreement by manner and means similar to those employed by a teacher, instructor, or trainer and subject to the following limitations: (1) the results will be accomplished entirely within a classroom setting; (2) no minors will be within a classroom setting; and (3) no person will be exposed to reasonably forseeable risk of personal injury or property damage. In reliance thereon, COUNTY amends the Comprehensive or Commercial General Liability Insurance requirements of said Agreement by waiving same.

REJ/ 3. General No Risk Waiver

CONTRACTOR represents to County that it will accomplish the result required by this Agreement by manner and means which will expose no person to reasonably forseeable risk of personal injury or property damage, namely as follows:

The activity of conducting a technical evaluation and providing recommendations and a written report of findings does not lend itself to risk.

In reliance thereon, COUNTY amends the Comprehensive or Commercial General Liability Insurance requirements of said Agreement by waiving same.

The above paragraph(s) shall be operative if initialed by both parties in the space provided, effective December 1, 1999.

CONTRACTOR

COUNTY of SANTA CRUZ

Ralph E. Saimo
Public Safety Consultants, Inc.

By: _____
Mark S. Tracy, Sheriff-Coroner

ATTACHMENT B: SCOPE OF WORK

The Sheriffs Office has a clear idea of what its technology needs are, and has identified a plan of action. It does not have the technical expertise and knowledge of available products, vendors, networks and systems, etc. to embark on a project of this scope, which will essentially migrate the Sheriffs Office **from** mainframe systems to PC / network based systems. A management consultant, with experience in law enforcement, is expected to provide an objective evaluation of our vision and plans, review systems and technical feasibility, recommend systems and vendors, prepare implementation sequences and cost estimates to achieve the **Sheriff's** four priorities outlined above.

The management consultant will evaluate current and proposed technology plans and systems, identify alternatives and weaknesses, suggest corrective measures and implementation plan for technology migration **from** mainframe orientation to PC / network based solutions for the Sheriffs Office. The consultant will bring law enforcement and technological expertise to the evaluation, benefit, analysis, cost projection and implementation planning. The consultant will also understand the needs for interface with other components of the Criminal Justice System.

A management consultant will:

- Be provided oversight by a project advisory team, led by the **Sheriff's** Office, including County Administrative Office (CAO) and Information Services Department (ISD), who will also provide prompt and thorough information to the consultant agency, insuring timely completion of the evaluation and recommendation;
- Be briefed on existing mainframe and PC / network based systems currently in use by the Sheriff's **Office**;
- Be briefed on Sheriffs future technology plans by members of the Sheriffs Office START Committee and the County Information Services Department (ISD);
- Conduct a computer needs assessment and provide recommendations (including network needs assessment) to include the following:
 - ◆ Technical feasibility of the Sheriffs long and short term technology migration from mainframe to network based systems, and identification of potential and recommended software systems and vendors;
 - ◆ Identification of major computers, desktops, laptops and hardware requirements;
 - ◆ Evaluation and recommendations regarding Networks (LAN, WAN);
 - ◆ Evaluation and recommendations regarding Software and major business applications;
 - ◆ Identification and recommendation of organization / **staffing** resource costs to support and maintain current and planned technologies;
 - ◆ Evaluation of current systems;
 - ◆ Identification of data conversion requirements and issues;
 - ◆ Provide a recommendation and cost analysis, including implementation plan / cost,




- ◆ ongoing plan / cost, with budget and timeline and sequencing requirements;
 - ◆ Identification of and quantify benefits of technology upgrade;
 - ◆ Identification of user training requirements;
 - ◆ Analysis of implementation and ongoing staffing and support requirements for technical recommendations and proposed systems;
 - ◆ Review and recommendation regarding participation of the Sheriffs Office in the local, multiple agency records management system (consisting of four police departments and NETCOM). Review of business model to determine if it is functional with the addition of the Sheriffs Office.
- Work with Sheriffs Office and ISD to insure that necessary infrastructure, hardware, software, interfaces and all costs for current and proposed systems are identified and are feasible within the County's overall technology infrastructure;
- Review and evaluate new and identified vendors and estimates to replace the CLETS Message Switcher, Records Management System (RMS) and Detention Management System @MS) and provide evaluation and recommendation for these three systems (vendor review to include evaluation of code compatibility);
- **Identify** infrastructure and resource requirements for the future implementation of mobile data terminals;
- Insure that all systems are compatible with each other, and current fingerprinting, photo imaging and other systems, and are readily extended to mobile data terminals in patrol cars and Global Positioning System (GPS) capabilities to ensure that criminal data exchange is seamless with local, national and federal systems.
- Prepare implementation sequence for infrastructure, hardware and **software** upgrades, and service transition, with associated costs which will enable coordinated ongoing support from vendor and ISD staff working together;
- Prepare systems diagram / schematic of recommended configuration of proposed network and/or all computer systems in Sheriffs Office, at all locations;
- Produce a final report, including proposed implementation and maintenance plan, cost and time estimates, and other recommendations;
- Present a slide presentation to a group of decision makers.





Essentially, the consultant will provide the overview, industry knowledge, technological expertise, and law enforcement experience to evaluate objectives and plans, outline a working plan and insure that key elements or technologies are not omitted. The consultant will work with ISD, CAO and Sheriffs Office to insure that all elements needed for plan implementation are in the final report.

SANTA CRUZ PROJECT PLAN

ID	WBS	Task Name	Start	Finish	1 st Quarter													
					B	M	E	B	M	E	B	M	E	B	M	E	B	M
1	1	Project Start	Mon 12/6/99	Mon 12/6/99	◆	12	16											
2	2	Briefing by Advisory Team Review of Systems and Agency	Mon 12/6/99	Wed 12/15/99														
3	2.1	Kick-off meeting	Mon 12/6/99	Mon 12/6/99														
4	2.2	On-site review of facilities and sub stations	Mon 12/6/99	Mon 12/6/99														
5	2.3	Project advisory Team Briefings	Tue 12/7/99	Tue 12/7/99														
6	2.4	Briefing on exisiting mainframe and PC/network systems	Tue 12/7/99	Tue 12/7/99														
7	2.5	Briefing on future technology plans	Wed 12/8/99	Wed 12/8/99														
8	2.6	PSCI Review and analysis of data collected	Wed 12/8/99	Wed 12/15/99														
9	3	Conduct Internal Systems Assessment/Familiarity of Agency Needs	Mon 12/6/99	Mon 1/17/00														
10	3.1	Review of Detention Management Requirements	wed 12/15/99	Tue 12/21/99														
11	3.1.1	Detention Management Requirements	wed 12/15/99	Mon 12/20/99														
12	3.1.2	Interface Requirements	Mon 12/20/99	Mon 12/20/99														
13	3.1.3	Multi Agency Requirements	Tue 12/21/99	Tue 12/21/99														
14	3.2	Review of Records Management System	Mon 1/3/00	Mon 1/10/00														
15	3.2.1	Enterprise Database Requirements	Mon 1/3/00	Wed 1/5/00														
16	3.2.2	Workgroup Applications	Thu 1/6/00	Fri 1/7/00														
17	3.2.3	Multi Agency Requirements	Mon 1/10/00	Mon 1/10/00														
18	3.3	Message Switch	Mon 12/6/99	Mon 12/6/99														
19	3.3.1	External Interface Requirements	Mon 12/6/99	Mon 12/6/99														
20	3.4	Mobile Data Coumputers/Laptops for Patrol Cars	Mon 1/10/00	Mon 1/17/00														
21	3.4.1	Infrastructure Requirements	Mon 1/10/00	Tue 1/11/00														

Project: Project1
Date: Tue 11/2/99

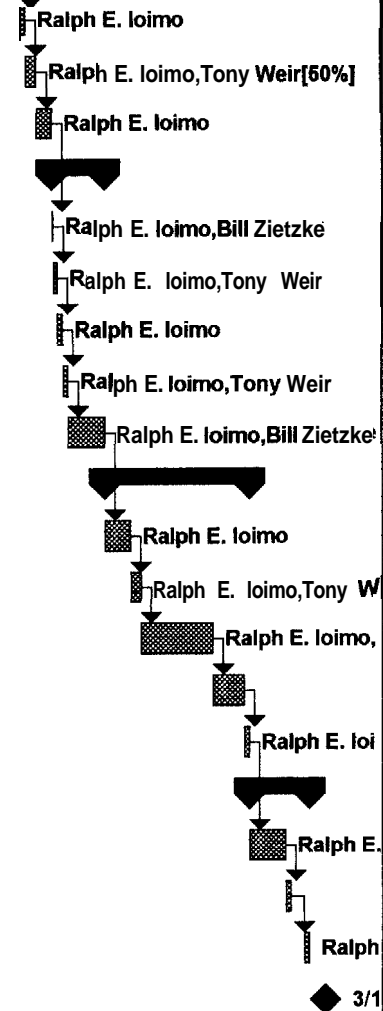
Task 
Split 
Progress 
Milestone 

Summary 
Rolled Up Task 
Rolled Up Split 
Rolled Up Milestone 

Rolled Up Progress 
External Tasks 
Project Summary 

SANTA CRUZ PROJECT PLAN

					1 st Quarter											
J.D	W.B.S	Task Name	Start	Finish	B	M	E	B	M	E	B	M	E	B	M	
22	3.4.2	Communication Support	Tue 1/11/00	Wed 1/12/00												
23	3.4.3	Field Report Writing	wed 1/12/00	Fri 1/14/00												
24	3.4.4	Task Specific Requirements	Fri 1/14/00	Mon 1/17/00												
25	4	Analysis of Assessment; Review of new and reviewed software	Mon 1/17/00	Thu 1/27/00												
26	4.1	Review with Sheriffs office infrastructure, hardware and interfaces	Mon 1/17/00	Mon 1/17/00												
27	4.2	Review with Sheriffs office software requirements	Mon 1/17/00	Tue 1/18/00												
28	4.3	Review with Sheriffs Department vendors and cost estimates	Tue 1/18/00	Wed 1/19/00												
29	4.4	Review with Sheriffs Department infrastructure management issues	wed 1/19/00	Thu 1/20/00												
30	4.5	Review and analyze all collected data	Thu 1/20/00	Thu 1/27/00												
31	5	Preparation of recommendation Plans, Estimates, Timeline, Sequence of Events	Thu 1/27/00	Thu 2/24/00												
32	5.1	Develop and finalize recommendations	Thu 1/27/00	Tue 2/1/00												
33	5.2	Develop estimates and timelines	Tue 2/1/00	Thu 2/3/00												
34	5.3	Complete Draft Report	Thu 2/3/00	Thu 2/17/00												
35	5.4	Santa Cruz Review of Draft Report	Thu 2/17/00	Wed 2/23/00												
36	5.5	Joint PSCI and Santa Cruz Review of Draft Report	Wed 2/23/00	Thu 2/24/00												
37	6	Final Report Due: presentation to follow	Thu 2/24/00	Mon 3/6/00												
38	6.1	PSCI to Finalize Report	Thu 2/24/00	Thu 3/2/00												
39	6.2	Deliver Final Report	Thu 3/2/00	Fri 3/3/00												
40	6.3	Provide Presentation of Report	Mon 3/6/00	Mon 3/6/00												
41	7	Project End	Fri 3/10/00	Fri 3/10/00												



Project: Project1
Date: Tue 11/2/99

Task

Split

Progress

Milestone

Summary

Rolled Up Task

Rolled Up Split

Rolled Up Milestone

Rolled Up Progress

External Tasks

Project Summary

050